

# WisVote Addressing: Put a pin in it

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2023 WISVOTE WEBINAR SERIES



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## Today's panel

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Patrick Brennan:	WisVote Training Officer
Greg Grube:	GIS Specialist
Jodi Vitcenda:	Senior WisVote Specialist
Moderator - Aaron Knautz:	WisVote Specialist



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# Agenda

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## Why is this important?

Address record reach  
 Incorrect Pin Impacts  
 Edit/Deactivation Impacts

## The Basics

Data fields  
 The Process Button  
 The Map  
 USPS Delivery Point  
 Searching Addresses

## Entering a New Address

Address Entry  
 Placing the Pin  
 Error Messages  
 Mass-upload option

## Updating an Existing Address

When to and When Not to Update  
 How to Update an Address  
 Impacts of an update

## Questions?

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# Why is addressing so important?

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Why?

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## Why is addressing so important?

Assigned Districts

Where Reg List Alerts Populate

Poll Books

Absentee Record Creation

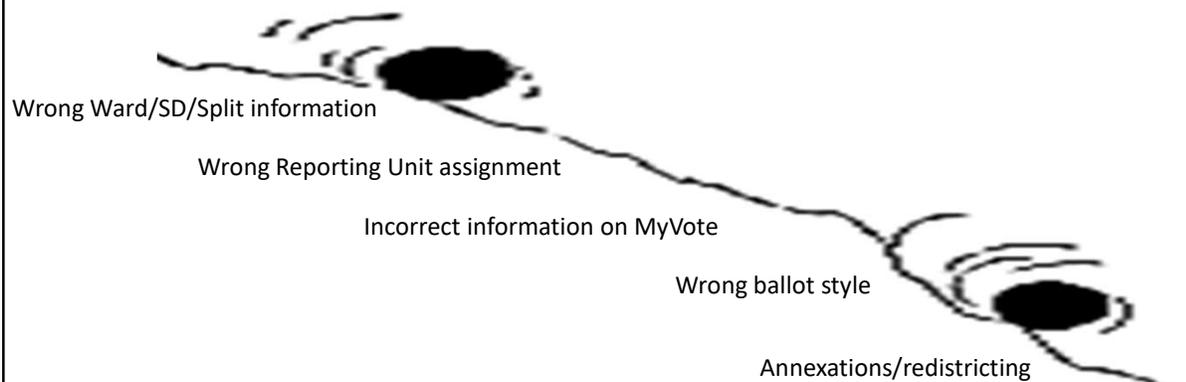
Notification Emails

Name	District Type
Wisconsin	State
Town of Star Prairie - Ward 2	Ward
Congressional - District 7	Congressional
State Senate - District 10	State Senate
Assembly - District 28	State Assembly
Court of Appeals - District 3	Court of Appeals
St. Croix County	County
St. Croix County Supervisory District 11	County Supervisory
Town of Star Prairie	Municipality
Saint Croix County District Attorney	District Attorney
Saint Croix County Circuit Court Judge	Circuit Court
Somerset School District	School
Northwood Technical College	Technical College

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## Why is addressing so important?

### Incorrect Pin Location Impacts



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# Why is addressing so important?

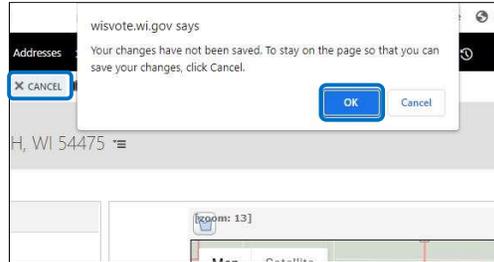
## Incorrect Edit or Deactivation Impacts

Can “move” all voters associated with the address record

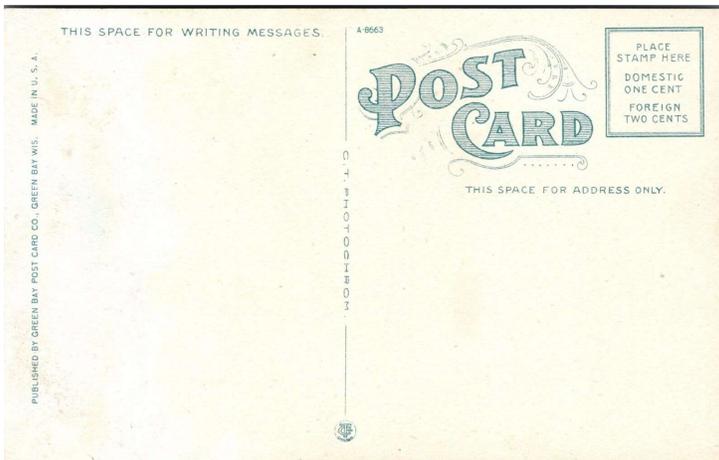
Unintentionally deactivate voters records

Lower voter confidence

Creates more work for you



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## Addressing in WisVote: The Basics

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## Addressing in WisVote: The Basics

### Minimum requirements:

House Number

Street Name

Postal City

Zip Code

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## Addressing in WisVote: The Basics

### The Process Button

Always visible on an active address record

Runs address text through USPS validation

Run geocoding script, assigns a pin to the map

Only needs to be pressed once!

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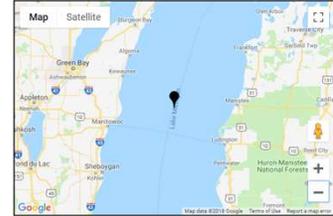
# Addressing in WisVote: The Basics

## The Map!



Process button also generates the pin location

Google is the source of maps in WisVote



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# Addressing in WisVote: The Basics

### Green Pin



Address located w/ high degree of confidence

### Meet the Pins

#### Pin w/ a hat



Result of any manual pin move  
Turns into Green Pin when saved

### Orange Pin



Lower confidence location  
Also used for Geocode Warning

### Red Pin



Low confidence location  
Also used for Geocode Exception

### Black Pin



No record w/ address service  
New construction? Typo?

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## Addressing in WisVote: The Basics

### USPS delivery point

No impact on labels or letters

Voters cannot see on any external sites

Loose relation to pin process

11-digits = USPS returned a match for address

0 or 9-digits = No mail delivery/New address/Typo

RESIDENCE	
House Number *	1001
Street Name *	BELKNAP ST
Building Name	.....
Unit Type	APT
*Unit Number	318
Postal City *	SUPERIOR
State *	WI
Postal Code *	54880
USPS Delivery Point:	54880-2864-93
<input type="button" value="Process"/>	

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## Addressing in WisVote: The Basics

### Searching Addresses

Address search tips apply to Address tile & Voter Registration address searches

Less is more – don't need the full address

Full address search often fails

House number + Street name often all that is needed

Always check before creating a new address

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# Addressing in WisVote: The Basics

## Searching Addresses

House number ≥ 4 digits

Search Results 1000

<input type="checkbox"/>	Name ↑	Street Name	Unit Type	Unit Number...	Postal City	Postal Code	District Combo	Jurisdiction
	1000 1ST ST, HUDSON, WI 54016	1ST ST			HUDSON	54016	56236-010-2611-1	CITY OF HUDSON...
	1000 4TH ST, HUDSON, WI 54016	4TH ST			HUDSON	54016	56236-010-2611-1	CITY OF HUDSON...
	1000 5TH ST, HUDSON, WI 54016	5TH ST			HUDSON	54016	56236-010-2611-1	CITY OF HUDSON...
	1000 COLONIAL DR, HUDSON, WI 54016	COLONIAL DR			HUDSON	54016	56236-001-2611-1	CITY OF HUDSON...
	1000 GREEN ST, HUDSON, WI 54016	GREEN ST			HUDSON	54016	56236-001-2611-1	CITY OF HUDSON...
	1000 KINNICKINNIC ST, HUDSON, WI 54016	KINNICKINNIC ST			HUDSON	54016	56236-011-2611-1	CITY OF HUDSON...
	1000 WISCONSIN ST, HUDSON, WI 54016	WISCONSIN ST			HUDSON	54016	56236-011-2611-1	CITY OF HUDSON...

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# Addressing in WisVote: The Basics

## Searching Addresses

House number + Street Name + Apt number

Search Results 100 Heirloom 211

<input type="checkbox"/>	Name ↑	Street Name	Unit Type	Unit Number...	Postal City	Postal Code	District Combo	Jurisdiction
	100 HEIRLOOM AVE APT 211, HUDSON, WI 54016	HEIRLOOM AVE	APT	211	HUDSON	54016	56236-003-2611-1	CITY OF HUDSON...
	100 HEIRLOOM AVE APT 104, HUDSON, WI 54016	HEIRLOOM AVE	APT	104	HUDSON	54016	56236-003-2611-1	CITY OF HUDSON...
	100 HEIRLOOM AVE APT 105, HUDSON, WI 54016	HEIRLOOM AVE	APT	105	HUDSON	54016	56236-003-2611-1	CITY OF HUDSON...
	100 HEIRLOOM AVE APT 106, HUDSON, WI 54016	HEIRLOOM AVE	APT	106	HUDSON	54016	56236-003-2611-1	CITY OF HUDSON...
	100 HEIRLOOM AVE APT 107, HUDSON, WI 54016	HEIRLOOM AVE	APT	107	HUDSON	54016	56236-003-2611-1	CITY OF HUDSON...

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# Entering a New Address

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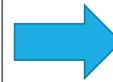
## Entering a New Address

Enter the address information

Unit Type – no impact on process

Recommendation – spell out Road/Drive/etc

Click Process when done

A screenshot of a mobile application form titled "ADDRESS New Address". The form is for a "RESIDENCE" and contains the following fields: "House Number\*" with value "431", "Street Name\*" with value "Stageline Road", "Building Name" (empty), "Unit Type" with value "APT", "\*Unit Number" with value "317", "Postal City\*" with value "Hudson", "State\*" with value "WI", and "Postal Code\*" with value "54016". There is also a "USPS Delivery Point" field which is empty. A "Process" button is at the bottom right. Blue boxes highlight the "House Number", "Street Name", "Postal City", and "Postal Code" fields.A second screenshot of the same "ADDRESS New Address" form. The "Street Name" field now contains "STAGELINE RD" in all caps. The "USPS Delivery Point" field now contains "54016-8604-92". The "Process" button is now greyed out. Blue boxes highlight the "Street Name" and "USPS Delivery Point" fields.

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# Entering a New Address

## Placing the map pin

Goal is to place the pin in the correct location

Stretch goal: Place the pin on a roof/building

Don't rely on Google or Bing searches/maps



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# Entering a New Address

## Placing the map pin

How do you know where it belongs?

Goal is to place the pin in the correct location

Stretch goal: Place the pin on a roof/building

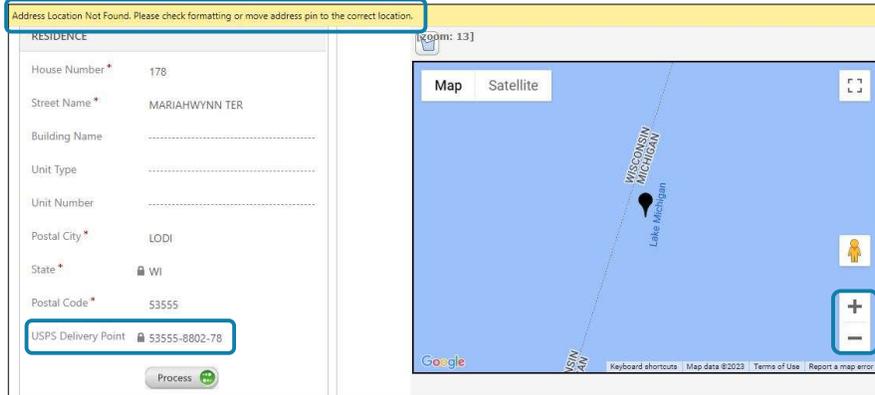
Don't rely on Google or Bing searches/maps



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# Entering a New Address

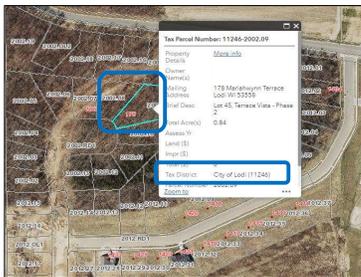
## Placing the map pin



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# Entering a New Address

## Placing the map pin



Can move the pin several times – no limit

Get the pin close, then zoom in

Toggle Map & Satellite views to improve accuracy

Once finished, then click Save & Close

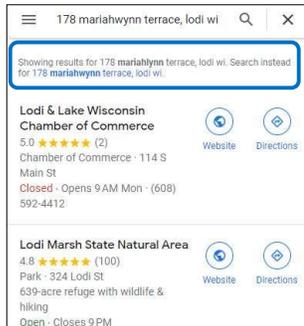
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# Entering a New Address

## Placing the map pin

Why not Bing or Google?

### Google Maps result



### Bing Maps result



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# Entering a New Address

## Placing the map pin

There's no building!

Aerial view can change as you zoom

Road updates more often than aerial photos

Tilt view = faster updates

If still no building, get it on the parcel!



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## Entering a New Address

### Error Messages

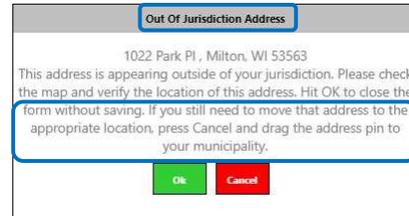
Don't panic!!

#### Out of Jurisdiction

Red/Orange pin: Move to correct location

Green pin: Is it in the correct location?

Always check your county GIS to be sure!



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## Entering a New Address

### Error Messages

Don't panic!!

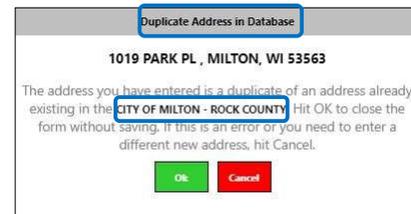
#### Duplicate Address

Checks against Active & Inactive address records

Don't "fix" text to get around error!

Correct/activate inactive record, if one exists

Can't find duplicate or unsure? Contact WEC!



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# Entering a New Address

## Mass-upload Process



Create multiple new address records at once

Requires exact coordinates (lat/long)

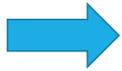
Excel Spreadsheet available through WisVote News

Email completed spreadsheet back to WEC/Greg

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# Entering a New Address

## Mass-upload Process



10/03/2022	Medium	August and September 2022 WisVote Updates
9/27/2022	Timely Attention Required	2022 Quarter 3 Movers WisVote Process Info & Instructions
9/19/2022	Timely Attention Required	Bulk Address Upload ahead of the General Election
8/30/2022	Timely Attention Required	2022 General Election WisVote Checklist 1 - Pre-Election Tasks
8/23/2022	Timely Attention Required	WisVote Reconciliation Webinar Rescheduled to Wednesday, August 24

The screenshot shows an Excel spreadsheet with a data table. The table has columns for Jurisdiction, HouseNumber, StreetName, UnitType, UnitNumber, BuildingName, LATITUDE, LONGITUDE, PostalCity, PostalCode, and State. The first row of data is for 'CITY OF MADISON - DANE COUNTY' with '2 E MAIN ST' as the street name and coordinates '43.07473492' and '-89.38417139'.

Jurisdiction	HouseNumber	StreetName	UnitType	UnitNumber	BuildingName	LATITUDE	LONGITUDE	PostalCity	PostalCode	State
CITY OF MADISON - DANE COUNTY		2 E MAIN ST				43.07473492	-89.38417139	MADISON	53703	WI

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## Updating an Existing Address

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## Updating an Existing Address

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### When to edit/update

Typo in an address element

Local/County readdressing

Address exception

Reactivating an inactive address

### When not to edit/update

Creating a new address

A voter has moved

Map boundaries are incorrect

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## Updating an Existing Address

### How do you update an address?

Open the address record from the **Address** tile

Edit the fields needing correction

Click the **Process** button!

Check/correct map pin

Save & Close

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## Updating an Existing Address

### What happens after an edit/update?

All associated voter records will reflect the change

All absentee applications associated w/ voters reflect the change

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# Questions?

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## Upcoming WisVote Webinars

WisVote Data Quality: A Journey not a Destination

March 14, 2023, 10:00 a.m.

WisVote 2023 Spring Post-Election

April 25, 2023, 10:00 a.m.

4-Year Maintenance in WisVote

May 16, 2023, 10:00 a.m.

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